

CITY OF BURBANK

LANDSCAPE AND FORESTRY SERVICES SUPERINTENDENT

DEFINITION

Under general direction, to plan, organize, lead, and manage the work of a division within the Park, Recreation and Community Services Department; responsible for the development, and maintenance of areas and facilities for park and recreation usage; and perform related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and manages all activities and functions relevant to the development, maintenance, and construction of public landscaped areas including the City's urban forest; represents the Director in related City issues and projects; prepares bid documents for contract services; manages contracted landscape and forestry services; develops long-range plans for the construction, replacement and maintenance of public landscaped areas; monitors play equipment inspections; evaluates programmatic needs and modifies processes accordingly to meet those needs; coordinates all division reports to the department's Board, City Council, and other policymaking bodies; develops and implements department goals, objectives, policies, and procedures; meets with and makes presentations to professional and community groups; prepares and administers the division's budgets; supervises, trains, evaluates, and develops employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary action as needed, up to and including terminations; resolves employee relation matters; assists and advises the department Director, City employees, and public; coordinates activities with other division managers; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – procedures, techniques, and equipment used in landscape and forestry management; principles, concepts, methods, and practices of: horticulture, landscape architecture, arboriculture, park management, and administration; budgetary systems and procedures; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951); the principles and practices of sound personnel management and supervision; the field of management.
- Skill in – organizing, directing, and supervising a general government division; making independent judgments and decisions based upon standard policy or procedures; utilizing computers and a variety of computer software; interacting and communicating tactfully and effectively with a culturally diverse population; gaining cooperation through discussion and persuasion; fostering a teamwork environment.
- Ability to – apply such knowledge to park operations, and maintenance; analyze, comprehend, and apply administrative, departmental, and City policies, rules, and regulations; originate and formalize detailed plans and specifications for park land development; plan and execute budgets; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures; communicate effectively, both orally and in writing; prepare and present effective written and oral communications; follow and give oral and written directions; work holidays, weekends, after hours, and outdoors in a variety of weather conditions while exposed to the elements; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college or university with a Bachelor's degree in park management, landscape architecture, or a closely related field and four years of technical and management experience, of which at least three years must have included the responsibility for planning, developing, and administering major park construction and operational programs. NOTE: A Master's degree in park management, landscape architecture, or public administration may be substituted for one year of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent, certification as a Certified Arborist by the International Society of Arboriculture, and California Department of Pesticide Regulation Qualified Applicator Certificate (Category B) OR California Department of Pesticide Regulation Qualified Applicator License (Category B) are required at time of appointment. A certification as a Certified Playground Safety Inspector by the National Recreation and Parks Association is required within one year of appointment. A certification as a Certified Tree Risk Assessor is required within three years of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Certification as a Certified Arborist-Municipal Specialist by the International Society of Arboriculture; California Department of Pesticide Regulation Agricultural Pest Control Adviser License.